

Education Awards Program

2001 Application Guidelines and Instructions



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PART I: OVERVIEW AND GENERAL INFORMATION

The Corporation for National Service

The Corporation for National Service was established in 1993 to engage Americans of all ages and backgrounds in community-based service. We support a range of national and community service programs, providing opportunities for participants to serve full-time and part-time, as individuals or as parts of teams. Learn and Serve America integrates service into the academic life of nearly one million students in all 50 states. The National Senior Service Corps uses the skills, talents, and experiences of nearly half a million older Americans to help make communities stronger, safer, healthier, and smarter. AmeriCorps engages thousands of young Americans on a full-time or part-time basis to help communities address their toughest challenges while earning support for college, graduate school, or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service programs like the Civilian Conservation Corps, the Montgomery GI Bill, and the Peace Corps. Our programs provide tangible benefits to local communities and foster civic responsibility in those who serve.

Within the Corporation, we make children and youth a priority that cuts across our streams of service and the four areas of education, environment, public safety and other human needs. Most Learn and Serve America, AmeriCorps, and National Senior Service Corps programs incorporate this priority within their program objectives. All of our streams of service support the America Reads Challenge to ensure that children learn to read independently by the end of the third grade. Some of our national and local activities under this initiative include training and coordinating unpaid volunteer tutors, organizing and assisting family literacy programs, and serving as reading partners in structured programs.

We are a partner with America's Promise – the Alliance for Youth. This is an alliance of nonprofit organizations, businesses, schools, state and local governments, and faith-based organizations that direct organizational, financial and human resources to help turn the tide and create options for millions of children and youth who lack certain fundamental commitments from the nation. The Corporation, alongside delegates from all walks of life, established our obligations to youth and children at the Presidents' Summit for America's Future. We committed ourselves to see that all of America's children and youth have:

- caring adults in their lives as parents, mentors, tutors, and coaches;
- safe places with structured activities in which to learn and grow;
- a healthy start and healthy future;
- an effective education that equips them with marketable skills; and
- an opportunity to give back to their communities through service.

The AmeriCorps Network

AmeriCorps is a national service network that provides full- and part-time opportunities for participants, called members, to serve their communities and address local environmental, educational, public safety, or other human needs. Within these four issue areas, programs may submit proposals that solve specific problems of local communities. In other words, local needs drive AmeriCorps.

The AmeriCorps national service network includes AmeriCorps* State and National programs, Indian Tribe and U.S. Territory programs, Education Awards Programs, AmeriCorps Promise Fellows, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with community organizations and agencies, in communities large and small throughout America, AmeriCorps members fulfill their pledge to “get things done.”

In the short time since AmeriCorps' inception, its members have achieved impressive results. During this year, more than 50,000 AmeriCorps members will provide community service throughout the country.

You should use these guidelines if you are applying for an Education Awards Program grant.

The AmeriCorps Education Awards Program

This program seeks to broaden the network of national service programs and strategies, and increase the number of communities using AmeriCorps members to better meet their education, public safety, environmental, and other human needs.

For fiscal year 2001, the size of the program is dependent upon available appropriations. At this time, we anticipate the availability of approximately 25,000 education awards and approximately \$7.5 million in program support costs for the Education Awards Program.

Applicant organizations must provide most or all of the AmeriCorps member and program costs from other sources. The Corporation will consider requests for grants of up to \$500 per full-time member (pro-rated for part-time members) to defray a minor portion of program management costs, and it will pay the education awards for members who successfully complete service.

Eligible Applicants

State commissions (on behalf of applicants within their states), nonprofit organizations proposing program sites in more than one state, other programs operating in more than one state, and multi-state collaborations must apply directly to the Corporation.

Local nonprofit organizations, state and local units of government (other than state educational agencies), and programs operating only within the state must apply through their respective state commission on national and community service.

Institutions of higher education or a group of two or more institutions of higher education, or state education agencies may apply either directly to the Corporation or through their State Commission on National and Community Service.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply, serve as a host site for member placements, or act in any type of supervisory role in the program.

Types of Application Submissions

If you are applying for the first time to become an Education Awards Program, you must submit an application following these guidelines.

If your program seeks funds for its second or third year of operation, you must submit a continuation request described in the section entitled "Application Instructions."

If your program is in its third year of operation, you must submit a new application following these guidelines if you wish to be considered for Education Awards Program funding. As part of the application, you will complete a one-page summary describing program impact and accomplishments for all previous years of AmeriCorps funding. In addition to your new application, our staff will review and consider previous grant performance information and information from our management information systems, including enrollment and retention rates and impact data. We will take into consideration the quality of your program and the extent to which you have successfully met your outcome objectives in determining whether to recommend funding for another three year cycle.

Proposal Deadlines and Submission Requirements

There are three deadlines for AmeriCorps Education Awards Programs. This creates maximum opportunity for potential and current national sponsors as well as state commissions to identify and support promising local or statewide initiatives. Proposals are due to the Corporation by 5:00 p.m. on February 1, May 15, and November 8, 2001. Programs that plan to operate only in the summer should use the February or November submission dates.

If you are eligible to apply directly to the Corporation, you must submit one unbound original and two bound copies of the application to:

Corporation for National Service
AmeriCorps Education Awards Program
1201 New York Avenue, NW
Washington, DC 20525

All applicants are encouraged to voluntarily submit four additional copies of the application to expedite the review process.

If you must apply through your state's commission, you should contact your commission immediately for state application requirements and deadlines.

For further information, please call (202) 606-5000, ext. 417, or 1-(800) 735-2258 (TDD), or visit the Corporation's website at www.cns.gov. You may also request these materials in an alternative format.

PART II: WHAT YOU NEED TO KNOW ABOUT DESIGNING A PROGRAM FOR AMERICORPS MEMBERS

AmeriCorps funds and supports quality programs that get things done, encourage responsibility, expand opportunities, and strengthen communities. AmeriCorps members undertake service that has a maximum impact on our nation's communities and would not be provided without the service of AmeriCorps members and volunteers.

Getting Things Done

Your program must provide opportunities for your community to define its problems and to solve them. You must be able to demonstrate that your program or the service you offer provides a direct benefit that the community values and that existing funds or volunteers do not already provide this service. If you already sponsor a service program, you should clearly explain how the availability of education awards will add value to your proposed program. This may be accomplished by increasing the number of members otherwise participating in your service program, launching new service sites, initiating new service activities, or other strategies that have the result of expanding your program. In addition, your program service activities must demonstrate positive impact on the communities it serves. Program activities cannot duplicate the routine functions of workers and may not displace paid employees.

Direct Benefit

AmeriCorps provides a variety of specific and identifiable services to communities. For example, your program may renovate low-income housing or create a playground in a vacant lot. You may engage in human service projects such as tutoring, mentoring, or conflict resolution. Or you may coordinate volunteers whose service provides a direct benefit to the community. We do not generally consider clerical tasks or research a direct benefit. However, you may need some assistance to develop your project. For example, your project may use a team to provide meals, transportation, and health services to the homebound, and you need to conduct a door-to-door survey of community residents to help identify those in need of this service. Because the survey in this instance serves as a springboard for providing a service, it satisfies our direct benefit requirement.

Issue Areas and National Priorities for 2001 Programs

Each year the Corporation considers priorities within the four issue areas: education, environment, public safety, and other human needs. Our national priority for fiscal year 2001 within the four issue areas continues to be children and youth. In meeting this priority, your program may focus its efforts on serving children and youth or plan to recruit or coordinate youth volunteers to assist in program activities or both. AmeriCorps*State competitive, AmeriCorps* National, and Education Awards Programs must follow national priorities. AmeriCorps* State formula programs and Indian Tribe/U.S. Territory programs may respond to state, tribal, or territory specific priorities.

We recognize that some high quality programs meet different priorities and it might dilute your effectiveness if you were to redesign your efforts to focus on children and youth. Examples include programs that work with homebound elders, programs that do groundwater contamination testing, programs that build houses for low-income people, or programs that help people who are unemployed find employment. If your program has such a mission, provides high quality services, and can demonstrate compelling needs, we encourage you to apply. To the extent that the AmeriCorps members you recruit for your program are themselves young, their service itself is a benefit to youth.

Developing AmeriCorps Members

We expand opportunities, helping those who help America. Because of their AmeriCorps service, members develop additional skills, gain invaluable experience, and receive education awards that they can

use to repay school loans. Although programs will have different impacts on members, depending on program design, all programs should seek to develop members by including the following components:

Citizenship

You should use service experience to help members achieve the skills and education needed for productive, active citizenship, including, if appropriate, structured opportunities for members to reflect on their service experiences.

Supervision, Training, and Education

Your program must provide members with the supervision, training, skills, and knowledge they need to perform their tasks. You must give members the background information they need on a community and help them understand the community's need for a specific service or project. You may also provide, if appropriate, specific training in a particular field to your members. This includes training and education that help members explore career possibilities in areas such as child development, teaching, public health, or public safety. At the same time, we encourage you to provide training in cardiopulmonary resuscitation (CPR), conflict resolution, and communication skills. A qualified supervisor must provide members with regular and adequate supervision.

Support Services

We encourage you to provide all members who are completing a term of service with information about education and career opportunities.

Ethic of Service

Service builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. Through service AmeriCorps enables members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to take personal responsibility.

At the start of their service all AmeriCorps members take the AmeriCorps pledge:

*I will get things done for America – to make our people safer,
smarter and healthier.*

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will take action.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps member, and I will get things done.

We ask that you identify your program as part of the national service network and as a program in which AmeriCorps members serve. You can do this through the use of AmeriCorps logos, common application materials, and other means. You are not required to call your program an AmeriCorps program, although you may use the AmeriCorps name along with your own program's name.

To help develop an ethic of lifetime service, programs should provide opportunities for members to consider the meaning of the following line from the AmeriCorps pledge: "I will carry this commitment with me this year and beyond."

Strengthening Communities

AmeriCorps strengthens communities through community involvement and consultation. AmeriCorps members help bring diverse individuals and groups together as a team to cooperate in achieving constructive change and to solve critical community problems.

We see local involvement and input as vital to the development of quality service programs that sustain and build communities. You should use extensive broad-based local input to design, implement, and evaluate your project. This includes consultation with:

- representatives from the community you serve;
- members (or potential members) in your program; and
- appropriate community-based agencies, foundations, businesses, local labor organizations representing employees of service sponsors, and local government.

Partnerships with such community groups may help to enhance organizational capacity and strengthen communities. They provide opportunities for you to collaborate and share technical expertise and resources.

Bringing various organizations and people together to accomplish a common goal mobilizes community resources. We encourage programs to involve AmeriCorps members in activities that recruit and engage volunteers in helping meet community needs. Engaging volunteers not only enables programs to accomplish their objectives but it also provides people with an opportunity to serve. Leveraging volunteers and linking with other existing service efforts (including other local Corporation-funded programs) can enhance program results and build community capacity.

Diversity

Your program builds strong communities when it engages diverse members and staff in common service. You should actively seek to include members and staff from the communities where your project operates as well as men and women of different races, ethnicities, education levels, socioeconomic backgrounds, and physical and mental abilities. In our assessment of whether your program meets this criterion, we will take into account that your program objectives might require you to recruit members and staff who share a specific characteristic or background. Please note however, that your program cannot violate the nondiscrimination, non-duplication and non-displacement rules that govern member and staff selection.

If your program lacks diversity in one or more areas, it must strive in other ways to be diverse. You should intentionally create activities or provide opportunities for citizens to come together who might not otherwise serve or come into contact with each other. As you strive to achieve diversity, we encourage you to bring together younger and older members.

Recruitment Tools and Resources

The AmeriCorps Recruitment Office has a variety of tools available for programs to enhance their own recruitment efforts. While you will need to focus many of your efforts locally to recruit members for your program, we offer local and national recruitment tools to assist you in this process and advertise your program to potential recruits from all over the country.

Web-Based Recruitment System

AmeriCorps has recently launched a new recruitment section on the AmeriCorps website (www.americorps.org). This enables prospective members to submit information about themselves and receive in return a listing of programs that match their interests and eligibility. Programs may participate in this system by posting their AmeriCorps assignments on the web system, and in turn may search a database of prospective members for their own recruitment outreach efforts. For more information, check out the website or contact your state office or state commission.

Electronic Application System

As part of the web-based recruitment system, prospective members may apply electronically to participate in AmeriCorps programs. Programs will be able to group e-mail both prospects and

applicants and alert them of program information and updates, interview schedules, and other service opportunities.

AmeriCorps Hotline

1-800-942-2677 is the AmeriCorps hotline for prospective members to contact for information and application materials. Hotline operators will also be able to utilize the web-based recruitment matching system for those prospects without web access, so they may gain the same program-specific information available that on-line visitors receive.

Recruitment Manual

A detailed manual full of techniques, tips, and samples is available for all AmeriCorps programs. Download it from the AmeriCorps website or contact the AmeriCorps hotline for a free copy.

Brochures and Other Promotional Material

A series of brochures, posters, advertisements, and other promotional material that you may localize with your own recruitment message are available for your use. Call 1-800-942-2677 to receive a listing of available items and information about ordering.

Training And Technical Assistance

Recruitment staff is located in every cluster to assist programs with the web-based recruitment system and offer training in other recruitment techniques. Please contact the AmeriCorps hotline to find the recruitment office closest to you.

Leadership Opportunities

We encourage programs to build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers, and serve in team leader capacities in their programs. Please note, however, that members may not be assigned as the legal supervisors of fellow members.

Program Types

We support a variety of strategies under this initiative. The following are examples of strategies for full-time and part-time (including summer) programs. We hope you will identify additional strategies.

- (1) School-based and community-based service programs, including youth corps, that provide tutoring and mentoring for younger children and opportunities to participate in service projects after school, on weekends, and during school vacations.
- (2) College-based programs in which student AmeriCorps members, including Federal Work Study students, perform substantial service (or serve as service-learning coordinators) in local schools or other community settings.
- (3) Summer programs in which AmeriCorps members organize service and other positive activities for children and youth.
- (4) Before and after-school childcare programs led by AmeriCorps members and funded by local communities.
- (5) Full-time service programs run by faith-based organizations, youth corps, or other entities.
- (6) Fellowship programs in which individuals such as recent college or professional school graduates are placed in community service positions.
- (7) Programs sponsored by youth-serving organizations that create opportunities for older members or graduates of the organization to provide positive activities for younger members.
- (8) Service programs for college students that involve part-time service during the academic year and full-time service during the summer.
- (9) Programs in which current welfare recipients carry out important community service activities as part of a welfare-to-work transition.
- (10) Programs initiated by mayors and other local officials to integrate locally funded AmeriCorps members into community-wide strategies to meet local needs;

Program Size

If you are eligible to submit a proposal directly to the Corporation, you must include 20 or more members or make a compelling justification that doing so is not feasible. We strongly encourage that proposals from national organizations request substantially greater numbers of members. Organizations considering applying for programs of less than 20 members should explore opportunities to apply through state commissions. Potential sponsors applying through state commissions must adhere to the individual commission's requirements.

Common Expectations for National Service Programs

As part of the National Service Network, there are a number of opportunities for your programs to take part in national service days. We expect all national service programs, including AmeriCorps Education Awards Programs, to participate in one or more days of service, including but not limited to the Martin Luther King, Jr. Holiday, National Volunteer Week, Youth Service Day, and Make a Difference Day. In addition, we expect AmeriCorps programs to participate in other national service activities such as common opening ceremonies (including the administration of an oath or affirmation), orientations, and trainings.

Cross-Stream Collaboration

This year we continue to encourage our national service programs to engage in cross-stream collaboration. Cross-stream collaboration is most easily achieved if it is tied to program objectives. For instance, in the last few years America Reads programs have been most successful in helping children learn to read independently by the third grade with a cross-stream collaboration approach. If a number of programs focus on the same schools, the same neighborhoods, or the same after school programs, they can maximize resources by using each program's members or volunteers towards the same goal. Even if programs are not working on the same goal or in the same school or neighborhood, we encourage programs we fund to meet within their communities on a regular basis to discuss areas of mutual interest. Sometimes these meetings lead to an idea for a joint project or joint training that again can maximize time and resources.

AmeriCorps on the Internet

Programs with AmeriCorps members must have Internet e-mail capability, and we encourage you to subscribe to the AmeriCorps listserv run by the National Service Resource Center at ETR Associates. For further assistance or information on Internet access of the AmeriCorps listserv, call Susan Hillyard at the National Service Resource Center at 1-800-860-2684, ext.105.

Web-Based Reporting System

Programs that receive Education Awards Program grants must make use of the web-based reporting system (WBRS) to enroll AmeriCorps members and track their service hours and track accomplishment data in order to submit progress reports. Use of WBRS requires a computer with access to the World Wide Web.

Member Terms of Service and Selection

Terms of Service

Programs may engage members on a full-time or part-time basis. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Part-time members must serve at least 900 hours during a period of one or two years as indicated in the approved budget. A reduced part-time member must serve at least 300 hours during a period of not more than one year. Programs may propose any number of hours between 300 and 900 for reduced part-time members based on the program design. However, within a program, we generally require all reduced part-time members to serve the same number of hours. If a program has a need for greater flexibility, we will consider a proposal for two different sets of hours within the same program.

Eligibility for Additional Terms

An individual may receive an education award only for the first and second terms of service in an approved AmeriCorps position. (Please note that an unsuccessful term counts as a term of service for these purposes.) In addition, there are strict limits on the use of federal funds to support an individual serving in a third, or subsequent, term. While members may, in some cases, serve more than one term, mere eligibility for an additional term of service does not, however, guarantee selection or placement. You must base member eligibility for a subsequent term of service on at least a mid-term and end-of term evaluation of members' performance, that demonstrates but is not limited to: (1) members satisfactorily complete required number of hours, (2) members complete assignments, tasks or projects satisfactorily and (3) members perform satisfactorily in criteria that you clearly communicated both orally and in writing at the beginning of the term of service.

Member Eligibility

An eligible member is an individual: who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States; who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled (a) in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. §12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or (b) in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. §12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; or has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent (provided that the Corporation has waived the education attainment requirement for the individual).


Selection

Each AmeriCorps program selects its members and the selection criteria may vary. However, your selection process must be non-partisan, non-political, and non-discriminatory. Additionally, your program must establish minimum qualifications according to the service that members provide. Successful completion of an AmeriCorps orientation period is a mandatory qualification for members. You also must ensure that you do not displace any existing paid employees. We encourage you to select members who possess leadership potential as well as a commitment to the goals of the national service program, regardless of educational level, work experience, or economic background.

Deadline for Enrolling Members

Under the AmeriCorps Education Awards Program, if we approve the application, the grantee has up to one year from the date of the grant award to select and place members. However, we encourage programs to place members as quickly as effective program implementation permits.

Member Benefits

 **Living allowances.** We do not set a minimum living allowance for members serving in Education Awards Programs. For other AmeriCorps State/National programs, full-time members receive a minimum of \$9,300 per year. However, we strongly encourage sponsors to provide a living allowance to full-time members.

The maximum amount full-time members may receive as a living allowance from

your program is \$18,600 per year. Any living allowance for a part-time member may not exceed a prorated share of a maximum of \$9,300 per year, calculated on a full-time basis. We may waive this maximum, upon request, for certain professional corps and similar programs.

- **Child care and health insurance.** The AmeriCorps Education Awards Program does not require that you provide either child care or health insurance for members. However, it may be offered by the local program that is responsible for the members.

Education Awards

Most AmeriCorps members who successfully complete a term of service will receive education awards for each year up to two years of service. Full-time members receive education awards of \$4,725. Part-time members who serve 900 hours receive \$2,362.50, half of \$4,725. Members who complete between 300 and 900 hours receive prorated awards based on \$2,362.50. Members may use their education awards up to seven years from completion of service. They may use their awards to pay for any combination of: (1) the costs of attendance at a qualified institution of higher education; (2) the costs of approved school-to-work programs; or (3) the costs of repaying qualified student loans.

While they serve, members who have out-standing qualified student loans may be eligible for forbearance on their payments. To qualify, they must contact their loan holders. Upon successful completion of members' terms of service, we will make payments for interest that accrued during the period of forbearance.

Reasonable accommodation for disabilities

Programs and activities must be accessible to persons with disabilities and the Grantee and sub-Grantee must provide reasonable accommodations to the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need of the program to provide reasonable accommodation. By far, the vast majority of accommodations are inexpensive.

Grievance Procedures

You must establish a grievance procedure for members who believe that they have been unfairly released and for other grievances filed by members or other interested parties. The procedures must include an opportunity for a hearing and binding arbitration within statutory deadlines. Additionally, we encourage programs to establish an alternative dispute resolution procedure, such as mediation.

Prohibited Service Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise engaged in activities associated with the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

- a. Attempting to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.
- e. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- h. Providing a direct benefit to:
 - i. a for profit entity;
 - ii. a labor union;
 - iii. a partisan political organization; or
 - iv. an organization engaged in the religious activities described in the preceding sub-clause, unless grant funds are not used to support the religious activities.
 - v. a nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of Title 26, except that nothing in this section shall be construed to prevent members or participants from engaging in advocacy activities undertaken at their own initiative.
- i. Voter registration drives by AmeriCorps members. In addition to being an unacceptable service activity, Corporation funds may not be used to conduct a voter registration drive.
- j. Clerical work, research, or fund raising activities unless such activities are incidental to the member's direct service activities.
- k. Other activities as the Corporation determines will be prohibited, upon notice to the grantee.

Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so. In your application for funds, you should specify the actions you will take to ensure that members do not engage in improper activities. Suggestions for how to comply with this requirement include signing a certification that contains a listing of prohibitions, including a list in your members'

training manuals or adding a clause to members' contracts that prohibits them from engaging in prohibited activities.

Coordination with State Commissions

This section applies only to programs and sponsors applying directly to the Corporation. Under the National and Community Service Act, Governor-appointed non-partisan commissions in each state assume responsibility for the distribution and expenditure of funds related to AmeriCorps*State programs including Commission-supported Education Awards Programs. In addition to their grantmaking responsibilities, state commissions prepare a Unified State Plan for service in the state, including statewide events, opportunities for training and technical assistance and networking between service programs. We consider programs with AmeriCorps members to be part of the Unified State Plan and expect you to be in contact with the state commission on an ongoing basis.

State commissions are responsible for coordinating all Corporation-related service in their states including technical assistance and support to Education Awards Programs. Each Education Awards Program should maintain ongoing communications with its state commission and keep the commission informed of program progress, specifically:

- consult with the commission in each state where AmeriCorps members will be placed. Included should be outcomes of this consultation and agreed-upon steps to be taken to ensure that the program fits into the commission's overall priorities in the application planning process;
- deliver a copy of the proposal to each state commission where AmeriCorps members will be placed; and
- notify commissions of new sites that have not been determined at the time of application as soon as the site selection occurs.

We also invite commissions to submit their views about Education Awards Program applications to us and we may consider such views in the review process.

PART III: GRANT TERMS AND REQUIREMENTS

Grant Period

We generally provide funding for a three year project period. Applications must include proposed activities and a proposed budget for the first year of operation, estimated funds you will need in the second and third years of operation, and program objectives for the entire award period.

If we approve your application and enter into a multi-year award agreement, we will usually provide funding at the outset only for the first budget period of the program. The Corporation has no obligation to provide additional funding in subsequent years. Funding for the second and third budget periods of an approved program is contingent upon satisfactory progress in relation to the approved objectives, submission of proposed changes in activities or objectives, and a detailed budget and budget narrative for the applicable program year, the availability of funds, and any other criteria established in the award agreement.

Grant Restrictions

You may have only one application covering a particular project pending before the Corporation at one time. For example, if a national nonprofit organization includes a local affiliate in its application to us, the local affiliate may not seek additional funds for the same project through an AmeriCorps*State application.

Fixed Amount Grant Awards

Upon approval, we will make a Fixed Amount Grant Award that reduces the administrative burdens related to grant management and fiscal reporting for grant recipients. This strategy also streamlines the grant award process for us. It is based on the premise that the reasonable and necessary costs inherent in carrying out the program significantly exceed the amount of assistance provided by the Corporation.

You are not required to keep separate records to document expenditures or provide financial status reports to us. Instead, the actual amount of the grant is tied explicitly to program performance. You may be awarded up to \$500 per FTE, and enrollment of members is the critical standard for entitlement to the grant funds. Generally a program that fails to enroll members for which it was awarded grant funds may not ultimately be entitled to those funds.

Grantees may treat the grant funds as funds available to support the program overall. Fixed Amount Awards do not require adherence to Federal Cost Principles. We will not issue budget requirements that you must follow. However, Federal Administrative Requirements do apply to grantees, as defined in the Education Awards Program provisions that accompany a grant award.

Responsibilities for Programs Using AmeriCorps Funds

Federal Financial Management and Grant Administration Requirements

As with all Federal grant programs, it is the responsibility of all grantees funded by AmeriCorps to ensure appropriate stewardship of Federal funds entrusted to them. Under our regulations, each grantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, you must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, requires all organizations to have financial

audits if they annually expend \$300,000 or more under Federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its Federal awards, not just an AmeriCorps grant.

As with all Federal grant programs, you must assure that your programs or activities, including those of any sub-grantees, will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. You must obtain assurances of such compliance prior to extending Federal financial assistance to sub-grantees. For civil rights purposes, all programs and projects funded or receiving service members under the National and Community Service Act, as amended, are programs or activities receiving Federal financial assistance.

By Federal statute and regulation, a person, including members, service recipients, or program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disability (for otherwise qualified individuals with disabilities), or in most cases religion, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual arrangements, under any program or activity receiving Federal financial assistance. By Corporation policy, participation in the Corporation's programs and projects must be based on merit and equal opportunity for all, without regard to factors such as sexual orientation, marital or parental status, military service, or religious, community, or social affiliations, in addition to the statutory grounds.

Monitoring Responsibilities

If you are approved for an AmeriCorps grant, you are responsible for managing the day-to-day operations of the grant and subgrant-supported activities to assure you are in compliance with applicable Federal requirements and you achieve your

performance goals. Monitoring must cover each program, function, or activity. You are responsible for ensuring program quality and that your program has an impact on the problems facing the communities in which it operates. This includes monitoring the service of members. You are responsible for the timely and accurate documentation of member eligibility and service hours. Each program should develop systems that closely track and monitor these issues.

A number of factors may make monitoring a challenge for programs. These include individual placements, programs that are spread out geographically, and programs that attempt to address many issue areas at once. If your program design includes one of these challenges, you should address it specifically in your application and provide specific strategies for monitoring. Strategies that may facilitate program monitoring include: recruiting and enrolling members who can work independently; providing appropriate orientation, ongoing training and a means of regular communication; selecting strong host sites and ensuring strong support from direct-line supervision of members; and narrowing the range of tasks members perform to make monitoring easier.

Reporting and Evaluation Requirements

Every program must develop a system for collecting and organizing data on an ongoing basis. The most common reporting mechanisms are progress and final reports. In addition, your program must cooperate with national program evaluation studies we may undertake. Also, you must compile data on civil rights compliance as detailed in the AmeriCorps Grant Provisions that are part of your grant award.

Your program must have a system that allows you to evaluate and monitor your program activities. You must:

- develop annual objectives;
- track progress toward those annual objectives; and
- institute management procedures that provide regular "customer feedback" that will be used to improve program quality; and collect additional descriptive and demographic data (e.g., member enrollment and exit forms, operating site information forms).

The Corporation's requirements for AmeriCorps are set forth in the regulations and in this application. In addition to being thoroughly familiar with the regulations, you should

read these application guidelines carefully because in some cases, more specific information is provided in them.

The regulations for programs funded by AmeriCorps were published in the Federal Register on March 23, 1994 (45 CFR Parts 2510, 2513, et. al.) and may be available at your public library or can be found at www.nara.gov/fedreg/. You may also refer to the Principles for High Quality National Service Programs which includes program examples. Copies are available from the National Service Resource Center at 1-800-860-2684 ext. 105.

PART IV: REVIEW PROCESS AND SELECTION CRITERIA

Review Process

We are seeking high quality programs that address the unmet education, public safety, environmental, or other human needs of their communities, and provide a direct and demonstrable benefit that the community your program is serving values. Applications will be evaluated through a multi-stage process that may include review by outside experts, Corporation staff review and recommendations, and Corporation Board of Directors approval. The applicant's demonstrated record of accomplishments (including progress-to-date of current AmeriCorps programs) is considered along with the need for program model diversity.

Selection Criteria

We will review proposals according to the following criteria.

Program Design (60%)

- Getting Things Done
- Participant Development
- Strengthening Communities

Organizational Capacity (25%)

Budget/Cost Effectiveness (15%)

We will enter into negotiations with potentially successful applicants in a manner that may require significant modifications to original proposals. Awards are contingent on successful completion of negotiations. The number of applications we approve and the number of education awards we provide during each of the three competitive cycles, are subject to the availability of funds and education awards.

Submissions from state commissions are not subject to review by outside experts at the Corporation, but are subject to staff review and final approval by the Corporation's Board of Directors.

PART V: EDUCATION AWARDS PROGRAM APPLICATION INSTRUCTIONS

Application Compliance Requirements

You must submit one unbound, single-sided original and two copies of the application. All applicants are encouraged to voluntarily submit four additional copies of the application who apply directly to the Corporation to expedite the review process. Facsimiles will not be accepted. Type and double-space the submission package in not less than 12-point font size, with one-inch margins. Please number the narrative pages. You must follow the page limits specified below. We will not accept appendices. This includes annual reports, videos, brochures or any supplementary material not requested in the application.

We will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by us.

Review and Selection Criteria for New Applications

The evaluation criteria and their percentage weights are:

Program Design	60%
Getting Things Done	
Participant Development	
Strengthening Communities	
Organizational Capacity	25%
Budget/Cost Effectiveness	15%

New Program Application Instructions

General Submission Information. New applicants must submit an application that consists of the following components in the following order. If your program is currently in its third year of operation, you must apply as a new program.

- Title Page
- Executive Summary (one single-spaced page)
- Summary of Current Education Awards Program Impact (complete only if your program is currently in its third year of operation)
- Program Narrative (no more than 20 double-spaced pages)
- Objective Worksheet
- Budget Form and Budget Narrative (if applicable)
- Assurances and Certification

1. Title Page

Follow the instructions on page 33.

2. Executive Summary

Provide a clear overview of the program. Be succinct and as comprehensive as possible. This should include a mission statement for the program, a statement of need and expected impact of the program, and a summary of the program design. The program design should at a minimum summarize how you will achieve the impacts.

3. Summary of Current Education Awards Program Impact

(complete only if your program is currently in its third year of operation)

Provide a one-page summary of the current Education Awards Program impact. Include a program description and list of accomplishments. Also include a summary of all previous years of Education Awards Program.

4. Program Narrative

The program narrative follows the executive summary and covers the information we request below. You must respond to each question in each section of the program narrative.

In addition to the narrative, we will also evaluate the objective(s) and budget (if applicable) in determining how well your application meets the selection criteria. Include page numbers on each page of the narrative and provide information in the order listed.












a. Program Design (60%)

Program design consists of three elements that are listed in rank order of importance.

**Getting Things Done
Participant Development
Strengthening Communities**

Please note that we will review and consider the Executive Summary of Current Education Awards Program Impact submitted by existing programs when evaluating the program design section.

1. Getting Things Done

-  What is the compelling community need(s) you will address and how did you identify these needs?
-  Describe at least one specific “getting things done” objective your program will accomplish in the coming year.
-  What service activities will the members perform?
-  How will the objective(s) directly relate to the activities of the members and how will you measure impact?
-  Why is an Education Awards Program an appropriate means of meeting the needs?
-  “Value Added”: If you currently operate a community service program and are proposing to make education awards available for those performing the service, please describe how the education awards will add value to the program and increase or enhance the program's impact in the community. This “value added” may be established by:
 -  increasing the number of members participating in the service program
 -  launching new service sites or new service activities
 -  increasing the number of hours of community service provided
 -  expanding the role of community volunteers in the program
 -  improving the caliber or diversity of members enrolled

- promoting other strategies to expand the program or enhance its impact in the community

■ **[Answer only if you are applying directly to the Corporation.]** What was the outcome of the required consultation with the state commission and what steps are you taking to ensure that your program fits into the commission's overall priorities?

2. Participant Development

- How will you recruit, select, and train members?
- What skills and characteristics will the members need?
- Where and how will you place and supervise members?
- What member development activities will occur?
- How will you ensure that members think of themselves as AmeriCorps members?
- What, if any, living allowance or other benefits will your members receive? If you are requesting full-time members who will not receive any living allowance, please discuss how you expect them to meet basic living expenses.
- How will you prepare service supervisors and host sites for their participation and how will you provide ongoing support?

3. Strengthening Communities

- Discuss plans to generate community volunteers.
- Identify community organizations that will be involved as partners.
- How will the program document appropriate hours of service?
- What will you do to identify the program as part of the AmeriCorps network?

4. Program Design Issues

We support a variety of program strategies that may effectively use the education award as a resource to help solve community problems. To the extent that your proposal reflects one or more of the following, you should include specific strategies for how you will handle each program design issue.

a. Programs that involve part-time members who receive no living allowance or other benefits can be particularly successful but may pose unique management challenges. Such programs can create problems with inadequate attendance or premature departure from the program.

If you propose such a program, you should propose strategies to help answer the challenges. Strategies may include developing quality service activities that members find both challenging and satisfying; providing extensive educational or career development opportunities for members; requiring explicit acknowledgment of the service term obligation from members; and creating sufficient schedule flexibility to permit member progress despite other personal time commitments,

such as a job, college, or family. Include any other strategies you have identified.

b. Placing non-stipended members with other members who receive living allowances and benefits sometimes creates difficulties. Frequently, negative consequences result when members with different benefits packages serve together. Problems include the morale of members, resentment about service assignments, and conflicts concerning program responsibilities. Efforts to avoid such problems must be a significant priority.

Within your application, you should identify and propose strategies that may help avoid or ameliorate such situations. Strategies include placing the Education Award members at new program sites (where no current members are serving); identifying distinct service activities for the different types of members; using non-Corporation funds to pay a living allowance or other benefits; and clarifying the variable benefits available to different members at the beginning of the program.

c. It is imperative to ensure that the on-site supervisors of Education Awards Program AmeriCorps members are adequately trained, supervised and supported to oversee the service of AmeriCorps members and meet program requirements. This is particularly true with those who supervise members in single or small group placements. Because strategies to provide sufficient orientation and on-going support for these supervisors are critical to the success of Education Awards Programs, you should identify in your proposal the strategy you will use.

b. Organizational Capacity (25%)

- If you presently operate a service program, what changes in your current program operation will you make to meet AmeriCorps requirements? (i.e., will changes occur in staffing, participant recruitment, selection, training, placement, preparation of service sites, expansion of community partners, etc.?)
- Discuss your organization's past experience and current capacity to operate or coordinate the proposed service program.
- For programs requesting funds, discuss your financial management systems, including whether you have received federal grant funds in the past, whether your program has been audited, and whether the audit was subject to federal requirements. (Provide a copy of any audit report received in the past five years).
- Describe experience with leveraging volunteers to support service activities.
- Describe staff structure and discuss the background, experience, and relevant accomplishments (or specific skills needed) of the principal staff who will be accountable for this program.
- Include a current or proposed organization chart that includes the new program.

- Describe how you will monitor progress toward the annual objectives described above and collect information on the measurable accomplishments of service activities.
- How will your program document appropriate hours of service?
- How will the program ensure that AmeriCorps members comply with the prohibitions on service activity?

c. Budget/Cost Effectiveness (15%)

- Describe your financial capacity (other than the requested Corporation funds, if any) to conduct an effective AmeriCorps program.
- Discuss resources available from non-Corporation sources to operate and sustain the program. (A request for Corporation funds must follow instructions included in these Guidelines.)

5. Objectives

Education Awards Programs must submit at least one Getting Things Done Program objective. You may choose to have more. These instructions apply for the objective(s) you choose. Complete the Objectives Worksheet following the instructions. Your objective(s) should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. Allow time so that you address all of the components needed in developing an objective. Submit the worksheet(s) with your application.

6. Budget Request

To request Corporation funds, please follow the instructions below and use the Budget Request Form. The budget is for evaluation purposes only and will not appear in the grant award.

7. Certifications and Assurances

Read the certifications and assurances carefully. When you have done so, complete the form which certifies that your organization will comply with all the required Federal assurances and certifications and include this form as the last page of your submission.

Continuation Instructions

Continuation instructions apply only to programs or statewide initiatives that are currently in their first or second year of operation. You should include the information below in your continuation request. Please note: individual state commissions may ask AmeriCorps*State programs to submit additional state-specific information. State Commissions also establish general submission dates and requirements.

■ Title Page

- Narrative. Narrative of 3-5 pages that (1) provides a concise summary of program progress and results during previous year; (2) reviews changes to previous year's program activities and/or objectives; (3) responds to any specific Corporation requests for responses to feedback from site visits or progress report reviews; and (4) (for programs applying to state commissions) provides additional information as requested by state commissions.
- Objective Worksheet (if you are changing any of your objectives)

Application Instructions for State Commission Submitting an Education Awards Program Plan

A. General Information

We will accept proposals from state commissions for a large number of undesignated education awards. If you chose this option, your proposal should include a minimum of 50 full-time equivalents (FTE's). You may use the award to support a single state-wide multi-site initiative or independent local projects.

Although you may request any number of FTEs and related program costs, you must designate specific sub-grants within six months of our grant award. Education Award Programs must place members within 12 months from their designation as a sub-grantee.

If you choose to submit an Education Awards Program Plan, you may also submit specific proposals through our regular process.

B. Proposal Requirements

1. **Title Page.** To apply for Education Awards Program Plan, write in EAP Plan on the "other" line under Application Type.
2. **Executive Summary.** Provide an overview of the program, not to exceed one page, which identifies the process you will use to develop, implement, and monitor the program; the intended sponsors of the service; the service activities members will carry out; and the anticipated results.
3. **Program Narrative.** The program narrative, not to exceed 20 pages, must cover Program Design (60%), Organizational Capacity (25%), and Budget/Cost Effectiveness (15%), as described below. We will use this selection criteria to evaluate your proposal.

If you have not determined the overall program design, the identity of sponsors, partners, and site hosts, or the allocation of positions and funds, your narrative must discuss the process and criteria you will use to develop and implement the program in light of the following:

a. Program Design

1. Getting Things Done

Describe:

- the compelling needs these Education Awards will meet,
- the strategy you will use to select service sponsors/activities and allocate members and funds among those sponsors,
- the specific type of service activities that members will perform,
- specific community service objective(s) for the program activity and,
- a plan for collection and measurement of data to demonstrate program results.

If the program design includes non-AmeriCorps service programs and proposes that education awards will be available to the members serving in these programs, your narrative must describe how the education awards will add value to the program and increase or enhance the program's impact in the community. (See "Value Added" bullet in Program Design description.)

2. Participant Development

Describe:

- the number and characteristics of members you expect,
- a recruitment plan and member selection criteria,
- member placement and supervision processes, and
- pre-service and in-service training plans to prepare members to successfully carry out service.

3. Strengthening Communities

Describe:

- roles that you or community partners will play in the program,
- intended use of AmeriCorps members to recruit community volunteers and involve them in program activities, and
- plans for collaboration with other Corporation initiatives.

b. Organizational Capacity

Describe the specific organizations or the process you will use to ensure the organizational capacity of sub-grantees in these areas:

- structure of program, including a one-page chart to display organizational relationships,
- experience of sub-grantee(s) in administering federal grants,
- relevant program and management experience of proposed key staff,
- track record of sponsor and/or host sites in issue areas(s) you will address,
- sponsor(s) experience and capacity to monitor program activity and compliance, and
- process by which you will obtain feedback from partners and use it to improve program quality.

c. Budget/Cost Effectiveness

Describe resources available (other than Corporation funds) to operate and sustain the program or how you will assess this in selecting sub-grantees.

■ Budget Request

Follow the guidance contained in these instructions to request Corporation funds for this program. The budget table is for evaluation purposes only and will not appear in the grant award. Remember that your total request may not exceed \$500 per Full-time Equivalent position. Upon approval, we will award a fixed amount grant award.

■ Objectives

Submit one or more objectives, per the guidance contained in these instructions.

■ Certifications and Assurances

Read the certifications and assurances carefully. When you have done so, complete the form which certifies that your organization will comply with all the required federal assurances and certifications and include this form as the last page of your submission

AmeriCorps Application
Title Page for Program Applicants

Please type or print in black ink.

Please leave blank for Corporation use.

Date of Submission: _____

1. Application Type
Tribes/Territories

- ☐ Parent Organization
☐ Operating Site
☐ Education Award Program
☐ AmeriCorps Leader
Other: _____
(Special initiative)

National

- ☐ CompetitiveTo Be Checked by
☐ Formula State Commission
☐ Education Award Program
☐ AmeriCorps Leader
☐ Statewide Initiative
Other: _____
(Special initiative)

State Commission

- ☐ Tribal Program
☐ Territory Program
☐ Education Award
☐ AmeriCorps Leader
Other: _____
(Special initiative)

Program Cycle: ☐ 2000-03 ☐ 2001-04 ☐ 2002-05 Year of first AmeriCorps funding for this program: _____

Program Year: _____

2. Legal Applicant:

Legal Applicant Point of Contact: _____ Title: _____
Address (please do not use P. O. Box): _____
City: _____ State: _____ Zip: _____
Phone: () _____ Fax: () _____
Email: _____ Web Site: _____

3. Employer I.D. Number: _____

4. Name of AmeriCorps Program: _____

Responsible Person: _____ Title: _____
Address (please do not use P. O. Box): _____
City: _____ State: _____ Zip: _____
Phone: () _____ Fax: () _____
Email: _____ Web Site: _____

5. Budget:	First Year	Second Year	Final Year
Corporation Funds Requested:	\$ _____	\$ _____	\$ _____
Total Program Cost:	\$ _____	\$ _____	\$ _____

6. Issue Areas: ☐ Education ☐ Public Safety ☐ Environment ☐ Other Human Needs
Priorities: ☐ National _____ – OR – ☐ State _____

7. Population to be served: ☐ Urban ☐ Rural ☐ Other
☐ Empowerment Zone ☐ Enterprise Community

8. Certification:

The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that filing of the application has been duly authorized by the governing body of the applicant and that applicant will comply with the assurances required of applicants if the assistance is approved.

Name: _____ **Signature:** _____
Title: _____ **Phone:** () _____ **Date:** _____

Title Page for Program Applicants - Instructions

Please type in black ink.

Item 1 Application Type

- Complete a separate Title Page for each program or state commission statewide initiative plan.
- Application types are listed by category of National, State Commission, and Tribes and Territories. Please use only one box to identify the type of funding you are requesting. If you include an AmeriCorps Leader site application with this program application, check the AmeriCorps Leader box in addition to the basic funding request. Only programs who have had a previous AmeriCorps grant will be considered for an AmeriCorps Leader.
- For applicants requesting funding under the state commission heading: the state commission will complete the appropriate box for formula or competitive program applicants.
- Indicate the three-year program cycle for which you are requesting funding. For instance, if you are applying as a new program for 2000 check the program cycle 2000-2003.
- List the first year this program received AmeriCorps funding from the Corporation for National Service.
- List the program year within the program cycle for which you are seeking funds.

Item 2 Legal Applicant

- The Legal Applicant is the agency or Indian Tribe that takes formal responsibility and assumes liability for the program.
- The point of contact is often the supervisor of the person who has the day to day responsibility for administering the program. We will send notification of grant awards to this person at the address you provide.
- Fill in the address and as many of the remaining blanks as are applicable to your agency.

Item 3 Employer I.D. Number

- Enter the legal applicant's 9-digit Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

Item 4 Name of AmeriCorps Program

- Enter the name you will give your AmeriCorps Program, i.e. City Scholars, Reading Express, AmeriCorps Health Team.
- Enter the name and complete mailing address of the Program Director or the person who will have the day to day responsibility for administering the program. This is the contact and address the Corporation will use for publicity purposes and when we send mail directly to programs. If no one has been selected, enter the name of the person we can contact to discuss the programmatic aspects of the program. Indicate that this person is serving in an interim capacity.

Item 5 Budget

- If you are applying for the first year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under first year. Include estimated funding for second and third years. If you are requesting funds for the second year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under second year. Include estimated funding for the third program year. If you are requesting funds for the third program year, enter the total amount of funds you are requesting from the Corporation and the total program cost under final year.

Item 6 Issue Areas and Priorities

- Check the boxes only for the primary types of activities your program will perform. All AmeriCorps programs must address at least one of the issue areas.
- Check the appropriate circle if your program addresses a priority the Corporation for National Service identifies in the application guidelines (national) OR if your program addresses one of the priorities the state commission (state) identifies.
-

Item 7 Population to be Served

- Check the box or boxes that indicate the population your program will serve.
- Check the appropriate box if the area you will serve is in a HUD-designated or Department of Agriculture Empowerment Zone or Enterprise Community.

Item 8 Certification

- Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept federal funding and to carry out the proposed program. Submit the original ink-signed copy of the authorizing official's signature. Approval of the application by the Corporation may not take effect until a signed certification is submitted.

AmeriCorps State Application
State Commission Title Page

This form should be completed by State Commissions.
Please type or print in black ink.

Please leave blank for Corporation use.

State Name: _____
Executive Director: _____
Name of Commission: _____
Address (please do not use P. O. Box): _____
City: _____ **State:** _____ **Zip:** _____
Phone: () _____ **Fax:** () _____
Email: _____ **Web Site:** _____
Date of Submission: _____

Certification:

Enter the name, title, and phone number of the official who has the authority to both commit the organization to accept Federal funding and to execute the proposed projects. Submit the original ink-signed copy of the authorizing official's signature. Approval of the application by the Corporation may not take effect until a signed certification is submitted.

The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that filing of the application has been duly authorized by the governing body of the applicant and that the applicant will comply with the assurances required of applicants if the assistance is approved.

Name: _____ **Signature:** _____
Title: _____ **Phone:** () _____ **Date:** _____

Executive Summary Instructions

Please type the Executive Summary.

The purpose of the executive summary is for you to provide short, clear, concise statements about your proposed program. It is, in fact, a series of “sound bites” that paints a clear picture of your program and the service it will complete. *The executive summary is exempt from the double-space rule and may be single spaced.*

For All Applicants:

Executive Summary of the Education Awards Program (no more than one page)

Statement of Need

- The overall purpose of AmeriCorps is to help local communities address critical unmet needs. Provide a description of the critical need that has prompted your organization to submit an AmeriCorps proposal. *Examples: Sometown has a city-wide high school drop out rate of 50%... Only 42% of Sometown's first through third graders read at grade level... Only 2% of the homeless population gets assistance in moving to permanent housing... The pollution in the Sometown River has steadily increased over the past 10 years so that fish and other marine animals are no longer able to live in the river.*

Mission Statement

- Include the mission statement for your agency, organization or collaborative that is supporting the AmeriCorps program. In this case, we define “mission statement” as a description of the overarching purpose of the entity. If there is not a clear connection between the statement of need and the mission of your organization, please describe why it is supporting a program that addresses the need listed above. *Examples of mission statements might be: to enhance awareness and promote citizen involvement in natural resource management; to connect educational institutions with the community in order to facilitate the application of knowledge and learning; to assist individuals and families in accessing community resources.*

Program Goal

- Explain what part of the identified need you will address in your proposed AmeriCorps program. *For instance, if the need is a soaring rate of high school drop-outs in the city, the goal of the program might be to decrease the high school drop-out rate in two high schools.*

Program Summary

- Provide a concise description of your proposed AmeriCorps program. This should include the activities that AmeriCorps members perform to reach the program goal(s) and the expected impact(s) of the program.

For Current AmeriCorps grantees only:

Summary of Current Education Awards Program Impact (no more than one page)

- Provide a clear description of the program outcomes and impact (include all years of AmeriCorps funding) and accomplishments in all three objective areas. Relate the impact directly to the need described above and to the specific goal of the program.

Please identify objective category and then indicate the number of the objective. Please note that objective one serves at the program's primary objective.

Category (Select One)

Number (Select One)

☐ GETTING THINGS DONE

☐ MEMBER DEVELOPMENT

☐ STRENGTHENING COMMUNITIES

☐ 1

☐ 2

☐ 3

Building Objectives	For example
1. What activity will members engage in? How many members will engage in this activity? Where will the members engage in the activity? With whom (general category: students by grade level, parents, senior citizens, victims of recent crimes, etc.) and how frequently ?	6 members will tutor students, identified by teachers as low achievers, each day for 1 hour in Brook, Pond, and Stream Elementary Schools .
2. What will change as a result of the activity? (Be sure that there is a direct connection between the <i>activity</i> and the <i>desired change</i> .)	Students' academic performance will be enhanced.
3. What tools/methods will the program use to measure the change? (Please identify the specific instrument the program will use.)	Tracking sheet for daily grades, teacher anecdotes, and quarterly test scores .
4. How much change will indicate success? Over what period of time ? How many (numbers or percentage) beneficiaries will achieve this level of change?	85% of students will demonstrate increase in grades at least one grade level in the tutored subject over the course of the academic year .
5. How many people will directly benefit from this activity?	150 students will benefit.
6. Restate your complete objective (steps 1 – 5). Sample: <i>6 members will tutor 150 low achieving students (as identified by teachers), each day for 1 hour in Brook, Pond, and Stream Elementary Schools, with 85% of the students demonstrating increase in grades of at least one grade level in the tutored subject over the course of the academic year as measured by tracking sheet for daily grades, teacher observations and quarterly test scores.</i>	

EDUCATION AWARDS PROGRAM BUDGET FORM

AMERICORPS

Program Cycle: ☐ 2000-03

☐ 2001-04

☐ 2002-05

Program Year: _____

☐ Original ☐ Revised

(Date of revision)

Please attach the budget narrative to this page.

Legal Applicant Name: _____

Program Name: _____

BOX 1 AmeriCorps Member Positions Requested

	(a) Hours	(b) Number of members	(c) No. of FTEs
1 Year Full Time	1700	_____	(b) _____
1 Year Part Time	900	_____	(b <input type="checkbox"/> 2) _____
<u>Reduced Part Time</u>			
(Hours) _____	_____	(b x a) <input type="checkbox"/> 1700	_____
(Hours) _____	_____	(b x a) <input type="checkbox"/> 1700	_____
<p>1. If this line includes continuing-part-time members from the previous grant cycle, please check this box <input type="checkbox"/> and identify how many: _____</p> <p>2. If you are proposing one year part-time 450 hours, use the following formula: $\frac{\text{FTE or (b+c)}}{4}$ TOTAL FTEs _____</p>			

Budget Request (may not exceed \$500 per full-time equivalent)

Staff Costs \$ _____

Program Costs:

Training _____

Travel _____

Supplies _____

Other: _____

Subtotal \$ _____

Total Budget \$ _____

INSTRUCTIONS: AmeriCorps Education Awards Program Budget Form

Please type budget form or recreate comparable form on the computer. Round all figures to the nearest dollar.

Program Cycle

- Check the program cycle that corresponds with the year in which you submitted a new application to the Corporation. Give the program year within the program cycle that this budget will cover.

Original/Revised

- Use this budget form for the original and all revised budgets. At the beginning of each program year, you will submit an original budget for that program year. If necessary, you should mark subsequent budget revisions as such with the date of revision.
- You must attach a budget narrative to the budget form. On a separate page, briefly explain each of the budget request line items.

Legal Applicant/Program Name/Site Location

- From the title page, copy the name of the Legal Applicant (item 2) and name of the Program (item 4).

Box 1

- In column II indicate the number of members in each category. If you have reduced part-time members other than summer members, indicate the number of hours they will serve in the appropriate space.
- In column III, calculate the number of FTE (full-time equivalents) using the formulas listed in the box. At the bottom of column III, indicate the total number of FTE for the program by adding all numbers in column III.

Budget Request (may not exceed \$500 per full-time equivalent)

Staff. Indicate cost for staff directly supporting AmeriCorps Education Award Program.

- **Program Costs:** Indicate program management costs in specific categories, and include additional categories of program management costs as needed.

Budget Narrative:

- On a separate page, briefly explain each of the budget request line items. If you are applying for the first year of the program, include projected budgets for years 2 and 3. If you are submitting information for the second program year, include a projected budget for year 3. You do not have to describe each line item of the projected budget, but you should indicate the line items that you expect to increase or decrease in future years.

Certifications and Assurances

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Certifications and Assurances described below.

a) Inability to certify

Your inability to provide the certifications or assurances listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The certifications and assurances are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Certification requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Certification inclusion in subgrant agreements

You agree by submitting this proposal that you will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by us, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g) Certification of subgrant principals

You may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the certification is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-certification in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certifications and assurances required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
 - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
 - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

Certification – Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about—
- the dangers of drug abuse in the workplace,
 - the grantee's policy of maintaining a drug-free workplace.
 - any available drug counseling, rehabilitation, and employee assistance programs, and
 - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- abide by the terms of the statement, and

- notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—
- Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

Certification – Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the

National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to us with respect to the program as may be required for fiscal audits and program evaluation.
- Will not use the assistance to replace state and local funding streams that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-federal expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- Will develop an age-appropriate learning component for participants in the program that includes a chance for participants to analyze and apply their service experiences.
- Will use the assistance only for a program that does not duplicate, and is in addition to, an activity otherwise available in the locality of the program.
- Will comply with the Notice, Hearing, and Grievance Procedures found in § 176 of the Act.
- Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the nondisplacement rules found in § 177(b) of the Act. Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps participant; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed

individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically a program may not use assistance or any approved national service position to perform service that provides direct benefit to any: (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytization); or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c) (3) of the Internal Revenue Code (26 U.S.C. 501(c)(3)). However, the provisions of section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.

CERTIFICATION AND ASSURANCES

CERTIFICATION SIGNATURE

NOTE: Sign this form and include in the application.

Before completing certification, please read the Certification Instructions.

SIGNATURE:

By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

! Certification: Debarment, Suspension and Other Responsibility Matters

! Certification: Drug-Free Workplace

! Certification: Lobbying Activities

Legal Applicant:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:

ASSURANCE SIGNATURE

NOTE: Sign this form and include in the application.

SIGNATURE:

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:

Application Check-List

Materials to include in Application:

- ❑ Signed title page
 - ❑ Executive Summary: All applicants (no more than one page)
 - ❑ For Current AmeriCorps grantees only: Summary of Current AmeriCorps Program Impact (no more than one page)
 - ❑ Program Narrative (no more than 20 pages)
 - ❑ Objective Summary Form
 - ❑ Budget Form
 - ❑ Budget Narrative
 - ❑ Assurances and Certifications
 - ❑ Original application and two copies. All applicants are encouraged voluntarily to submit four additional copies of the application to expedite the review process.
-
- ❑ This application is double-spaced
 - ❑ This application is in 12-point font
 - ❑ This application consists of one unbound, single-sided original and two copies.